



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: January 12, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, January 27, 2016**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM IV

Urban Planning Chief  
Region 5/District 8/Program Development  
Highways  
Collinsville

Attachments  
40752

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, January 27, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



An Equal Opportunity Employer

## Position Summary Sheet

**Classification:** Technical Manager IV

**Salary Range:** \$4,915 - \$8,975

**Position Title:** Urban Planning Chief

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW414-23-58-302-00-01

**IPR#:** 40752

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### Office/Central Bureau/District/Work Address:

Highways / District 8 / Region 5 /Bureau of Program Development / 1102 Easport Plaza Drive, Collinsville

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### Description Of Duties:

This position is responsible for ensuring all district transportation planning requirements are satisfied; preparing revisions to the Functional Classification System in cooperation with appropriate local officials; coordinating bicycle and pedestrian accommodations in the district and Park and Ride locations; and assisting in the development of the Annual and Multi-Year Program.

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### Special Qualifications:

#### *The following criteria is desired:*

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in business, economics, statistics, sociology, public finance and public administration
- Five years' experience in public or business administration, statistics, public finance or equivalent combination of experience and training
- Knowledge of all federal, state and metropolitan Planning Organization (MPO) planning regulations
- Experience implementing transportation provisions
- Thorough technical knowledge of all federal and state bicycle regulations and knowledge of the programming process
- Ability to plan, develop, implement and evaluate assigned activities associated with highway program development

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Typically 8:00 am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	February 7, 2014	<b>POSITION:</b>	Urban Planning Chief
<b>APPROVED BY:</b>	<u>Ross Breckenridge</u>	<b>OFFICE/DIVISION:</b>	Highways /D8 / Programming
<b>CODE:</b>	PW414-23-58-302-00-01	<b>REPORTS TO:</b>	Programming Engineer

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***Position Purpose***

This position is accountable for ensuring all district transportation planning requirements are satisfied; preparing revisions to the Functional Classification System in cooperation with appropriate local officials; coordinating Bicycle & pedestrian accommodations in the district and Park & Ride locations; and assisting in the development of the Annual and Multi-Year Program.

***Dimensions***

Staff:	Temporary as required.
Number of Meetings:	100-125 annually.
Urbanized Area Transportation Studies Coordinated:	Indeterminate
Functional Classification System:	Maintain for 11 counties including, 1 Urbanized area, and 8 Urban areas 13,290 miles of road and streets
Special Studies:	5-10 annually
Bicycle & Pedestrian Coordination:	Knowledgeable of bicycle & pedestrian activities in region.

***Nature and Scope***

This position reports to the Programming Engineer as do the heads of the Program Analysis, Estimating, and Systems and Services Units. This position reports directly to the District Engineer and/or Program Development Engineer on major Metropolitan Planning Organization (MPO) issues; i.e., long-range and short-range planning activities, and any dealings with the representatives from the Missouri Department of Transportation and the three transit agencies in the region that may impact the district transportation program.

This position provides the district, central bureaus, the areas MPO, and many local agencies with a wide array of data involving urban transportation planning for the long- and short-range transportation improvement program. The East-West Gateway Council of Governments is the federal designated MPO in the St. Louis Region. This region is classified as a "moderate" non-attainment area because the population is more than 200,000. Many "border" issues require the expertise of this position. The SAFETEA-LU and MAP-21 federal planning rules have increased meetings (public, as well as technical). The position coordinates all federally-mandated 3-C Planning Activities in the district, and ensures that all federal and MPO mandates have been fulfilled to enable projects to advance for federal acceptance. The position is also responsible for recommended changes to the functional classification system and evaluates all project studies for accommodating bicycle and pedestrian travel in a district that is highly urbanized and subject to the potential for tremendous economic growth. This position is unique in that it is the primary liaison between the district and the Regional Planning Commissions in regard to all facets of comprehensive transportation planning.

The greatest challenge for this position is ensuring that all transportation planning requirements are satisfied allowing the district to continue receiving federal/state funding for highway and transit projects. Periodically, special studies will be required to be done to satisfy these requirements. Typical problems include projects

being submitted without being included in the Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP), funding types being changed from/to federal without notification and projects being submitted without the proper bicycle or pedestrian accommodation procedures being followed.

The incumbent is responsible for the accuracy of all project information in the submittal to the region's MPO and subsequently monitors the progress and results for each planning activity. Securing and coordinating the cooperation of local governments and other federal and/or state agencies is essential in performing the necessary work while also ensuring policies are being followed. The position provides guidance and assistance on urban transportation planning requirements, functional classification revisions, and bicycle and pedestrian issues to county governments, civic organizations, and concerned citizens. The incumbent (when designated by the Regional Engineer) represents the district at technical and policy committee meetings of the MPO, as well as various subcommittees of the MPO concerned with air quality/conformity issues, freight and inter-modal concerns, congestion evaluations/remedial recommendations and inter-agency consultation processes. Section activities are coordinated with other district bureaus and the Office of Planning and Programming (OP&P), Bureau of Urban Planning and Bureau of Statewide Program Planning. The incumbent recommends revisions to the functional classification and Key Route designation of highways and streets in cooperation with local officials and the MPO.

The incumbent has wide latitude to accomplish responsibilities. S/He is constrained by departmental policies/regulations. This position establishes and coordinates the district bikeway program in accordance with applicable departmental policies and suggests projects for inclusion in the district Multi-Year Multi-Modal Transportation Improvement Program. The incumbent assists the Programming Engineer in the development of the Annual and Multi-Year Program, as needed. The incumbent utilizes the *Illinois Bureau of Design and Environment Manual*, the federal transportation planning regulations and the departmental policies and procedures manuals.

In performing the functions of this position, the incumbent will be required to coordinate with representatives from the Federal Highway Administration and the Illinois Environmental Protection Agency on interpretation and guidance on a variety of planning issues; three local Transportation Planning Committees which are responsible for programming local federally funded projects; OP&P Bureaus of Urban Planning and Statewide Program Planning on a vast array of issues arising from planning requirements; the East-West Gateway Council of Governments (MPO); the Southwestern Planning Commission and the West Central Illinois Valley Regional Planning Commission; various advocacy groups that deal with bicycle and pedestrian issues; and the Madison County and St. Clair County Transit agencies, as well as Metro Transit-St. Louis Agency. S/He is also required to deal with personnel daily from the district Bureaus of Program Development, Program Implementation and Operations.

Performance can be measured by the development of a good working relationship with other agencies; the accuracy, completeness and timely submissions of data and projects for which the incumbent is responsible; and the completion of acceptable urban transportation planning programs.

***Principal Accountabilities***

1. Prepares information for the Transportation Improvement Program (TIP), the State Transportation Improvement Program (STIP), and the Long Range Transportation Plan for submittal to the MPO, OP&P and approved by FHWA.
2. Ensures all capacity expansion projects in Madison, Monroe, and St. Clair Counties have been evaluated per the latest planning regulations for Air Quality Conformity, Congestion Mitigation and Air Quality Improvement Program, Congestion Management Program , and if required, assists in the development of the Alternative Analysis (AA) section, as specified by the MPO and the FHWA Planning and Environmental Regulations.
3. Interacts with the MPO, FHWA, other planning agencies, cities and counties, and all other contacts outside of the department in a manner which ensures good public relations for the state.
4. Keeps the Programming Engineer advised of all current and proposed Transportation Planning requirements and how these may affect the district's Annual and Multi-Year Programs.
5. Completes all special planning studies in a timely manner.
6. Provides progress of each programmed project in the TIP to the MPO.
7. Reviews and makes recommendations in cooperation with appropriate local officials for revisions to the Functional Classification System and the determination of urban boundaries in urban areas.
8. Serves as district Bikeway Coordinator involving bicycle and pedestrian issues.
9. Monitors the Park and Ride locations throughout the urbanized area.
10. Assists in the development of the Annual and Multi-Year Program.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees